



U.S. ENVIRONMENTAL PROTECTION AGENCY
DELEGATED EXAMINING
VACANCY ANNOUNCEMENT



SUPERVISORY PROGRAM ANALYST
GS-0343-14/15

OPENING: 07/13/2000
CLOSING: 08/04/2000

ANNOUNCEMENT#: LV-DE36-00
ANNUAL SALARY: \$71,954 - \$110,028
PROMOTION POTENTIAL: GS-15

LOCATION: U.S. Environmental Protection Agency, Assistant Administrator for Water, American Indian Environmental Office, Washington, DC

MOVING EXPENSES: Will be paid

AREA OF CONSIDERATION: Any U.S. citizen

MAJOR DUTIES:

- Serves as Deputy Director, Office of American Indian Environmental Office (AIEO), and shares responsibility for program planning, policy formulation, management, direction, and control of the technical and administrative aspects of activities within the AIEO.
- Directs and manages the coordination of Agency Indian programs to ensure appropriate communication and consistency among the Regions and other Program offices. Promotes cross-media integration of the Tribal operations. Guides the coordination of assigned programs with other activities of the Office of Water, the Agency and other Federal, State, Tribes, and local government agencies. Maintains external relationships involving members of Congress, government officials, representatives of national, regional, state, Tribal and local organizations, educational institutions and others.
- Directs and manages the program resources. Within delegated authority: establishes goals, develops policies and plans, determines numbers and kinds of staff needs, prepares staffing and budget requests, establishes internal operating policies and procedures, allocates resources.
- Exercises full supervisory personnel management responsibilities over staff members and fostering cultural diversity objectives.
- May be required to travel 1 to 5 days per month.

CONDITIONS OF EMPLOYMENT:

- The person selected for this position is subject to a favorable pre-appointment background investigation and must successfully pass a full field background investigation.
- The person selected for this position must complete a Confidential Financial Disclosure Report prior to appointment.
- All males born in 1960 or later (who are selected for appointment) must certify that they have met registration requirements under the Selective Service Law prior to appointment.
- The person selected for this position must complete (or have already completed) a one year probationary period for supervisors and managers.

REQUIRED QUALIFICATIONS: You must meet all of the required qualifications listed below:

A. Office of Personnel Management requirements:

FOR GS-14 LEVEL:

At least one year of specialized experience comparable in difficulty and responsibility to the GS-13 level in the federal government (by the closing date of the announcement). Specialized experience is that which has equipped

the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Experience leading or serving as an expert for a national program or segment of a national program that develops and/or implements environmental policies, programs, and/or projects that protect public health and the environment in Indian country.
- Experience organizing and motivating teams and/or individuals and integrating the work efforts with outside organizations.
- Experience developing long-range work plans and estimating budget requests for national program or segment of national program.

FOR GS-15 LEVEL:

At least one year of specialized experience comparable in difficulty and responsibility to the GS-14 level in the federal government (by the closing date of the announcement). Specialized experience is that which has equipped the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Experience managing a national level program through or with a staff/team of subordinates or peers that develops and/or implements environmental policies, programs, and/or projects that protect public health and the environment in Indian country.
- Experience communicating with, organizing, motivating and directing teams and individuals and integrating the work efforts with outside organizations.
- Experience developing long-range work plans, estimating and defending budget requests, and balancing resources for competing issues and work loads for a national program or segment of a national program.

B. MANDATORY FACTOR: You must respond to the following mandatory factor on a separate sheet of paper. IF YOU DO NOT RESPOND ON A SEPARATE SHEET OF PAPER, YOU WILL HAVE AN INCOMPLETE APPLICATION AND YOUR APPLICATION WILL NOT BE CONSIDERED. Please respond to the mandatory factor separately (see Directions for Responding to Mandatory and Ranking Factors).

1. Ability to lead a group developing and/or implementing environmental policies, programs, or issues that affect the environmental quality of Indian country.

RANKING FACTORS: If you meet the required qualifications, you will be rated against the ranking factors listed below. As a part of your application package, you must attach a separate sheet relating your qualifications to each ranking factor. You will be assigned a score between 70 and 100 based on your qualifications relative to these factors. IF YOU DO NOT RESPOND ON A SEPARATE SHEET OF PAPER TO THE RANKING FACTORS, YOU WILL RECEIVE A RATING OF 70. Please respond to each ranking factor separately (see Directions for Responding to Mandatory and Ranking Factors).

1. Knowledge of Federal Indian Law.
2. Ability to negotiate and resolve competing priorities among diverse stakeholders.
3. Ability to communicate complex scientific issues clearly and concisely in both written and oral form to a diverse and potentially adversarial audience.
4. Ability to manage complex environmental projects to balance competing issues and work loads.
5. Ability to organize, motivate and direct teams and individuals to accomplish organizational goals and priorities.

DIRECTIONS FOR RESPONDING TO MANDATORY AND RANKING FACTORS: For each mandatory or ranking factor listed above, provide specific, clear, and concise examples which show depth of knowledge, level of skill, or degree of ability. You may refer to paid or volunteer work, education or training, hobbies, or any applicable experience. Please follow the format below for each mandatory and ranking factor:

Mandatory or Ranking Factor:

- a. Example - What you did and when
 - b. Outcome - What you accomplished or gained from the experience
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HOW TO APPLY: You must submit a complete package as listed below or your application will not be considered for this position:

1. Your resume, the Optional Application for Federal Employment (OF-612), or any other written format (the

obsolete Application for Federal Employment (SF-171) may be used in lieu of the OF-612 or a resume). Your resume or application must contain the following:

- Announcement number, title and grade(s) of this position. A separate application package is required if you are also applying under the Merit Promotion announcement).
 - Your full name, mailing address, day and evening phone number
 - Country of citizenship
 - Social Security Number
 - Veterans' preference (if claiming 5-point veterans' preference, attach a copy 4 of your DD Form 214. If claiming 10-point veterans' preference, also complete and attach a copy of Standard Form 15, Application for 10-point Veterans' Preference, plus the proof required by that form). If you do not include these documents as part of your application package, you cannot receive veteran's preference.
 - Work experience (include job title, duties, employer's name and address, starting and ending dates, salary, and hours worked per week. Also indicate if we may contact your current supervisor).
 - Education (include high school, colleges or universities, majors, type and year of any degrees, and a copy of all college transcript(s) (if available), or a complete list of college courses that includes grades, and semester/quarter hours earned). Applicants with degrees from foreign educational institutions must also include an education evaluation letter. A college degree is not required, however if you have college you will want to include the information to enhance your qualifications.
2. Written response to the Mandatory Factor listed under Required Qualifications.
 3. Written response to each Ranking Factor.
 4. Displaced employees must provide all required proof of eligibility (see Special Notice section for requirements).

NOTE: Please do not include any additional documents not required in the Special Notice or How to Apply sections.

SEND YOUR APPLICATION PACKAGE TO:

MAILING ADDRESS

U.S. EPA
Human Resources Staff: Team Vegas
P.O. Box 98516
Las Vegas, NV 89193-8516

EXPRESS MAIL ADDRESS

U.S. EPA
Human Resources Staff: Team Vegas
4220 S. Maryland Parkway
Building C, Room 503
Las Vegas, NV 89119

Phone number: (702) 798-2418

Hearing impaired applicants may call (702) 798-2421 TTY

In order to receive consideration, you must submit your application to the Las Vegas, NV address listed above. Receipt of applications in any office other than Las Vegas will not be considered.

Applications will be accepted if received in person or postmarked by the closing date of this announcement. No extensions will be given. All applications sent via fax machine must be received in the Human Resources Office by the announcement closing date. NOTE: Applications received in U.S. postage paid envelopes will not be considered.

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences. U.S. citizenship is required.

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SPECIAL NOTICE:

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER EPA'S CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) OR THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

Individuals who have special priority selection rights under EPA's Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive

consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they demonstrate experience equivalent to the acceptable level in the crediting plan on each of the knowledge and abilities listed above.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, documentation of promotion potential, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.